

GRADING/SITE PREPARATION Permit Application

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THIS SECTION FOR STAFF USE ONLY

CITY OF WOODWAY RECEIVED BY: **DATE/TIME:** APP COMPLETE? \Box Y \Box N (explain) NOTE: Community Services Dept. 924 Estates Drive 2nd REVIEW (if needed) 1st REVIEW **PERMIT FEES** Woodway, Texas 76712 DATE: DATE: phone: (254) 772-4050 BY:___ TOTAL FEE: \$___ fax: (254) 399-6518 □APPROVED □DENIED □CASH □CK □CC permits@woodwaytexas.gov RCPT:_ NOTE: DATE PD: PROJECT ADDRESS: OWNER/ TENANT INFORMATION PROPERTY OWNER: MAILING ADDRESS: ALT PHONE: PHONE: EMAIL: COMPANY: CONTRACTOR ADDRESS: CITY/ST/ZIP: PHONE: ALT PHONE: EMAIL: PROJECT INFORMATION ☐ RESIDENTIAL □ COMMERCIAL □ N/A LOT SIZE: CONSTRUCTION SITE NOTICE PROVIDED: ☐ LARGE ☐ SMALL **DESCRIPTION OF WORK:**

IMPORTANT INFORMATION REGARDING YOUR PERMIT/APPLICATION

- Allow three (3) five (5) business days for your application to be processed.
- Upon approval, permit fees must be paid within 180 calendar days or the application may be considered void and require resubmittal. The permit is not valid until full payment is received.
- Upon approval and payment, permit is valid for 180 days. If permit expires, an extension may be granted with a written request. If work does not commence within the 180 days or is suspended, the permit becomes null and void. No refunds will be given for expired permits.
- Issuance of a grading/site preparation permit is not permissive of any construction or development work beyond the scope of this permit, or as specifically approved by City Inspector.
- Sites greater than or equal to one (1) acre require permit for grading. Check with inspector for stormwater/construction site notice requirements.
- Applicant agrees to maintain appropriate site control measures, as determined by the City Inspector, at all times. Failure to maintain and/or repair these controls as needed may result in administrative action.

APPLICANT SIGNATURE:	DATE:	

REVIEW NOTES (FOR STAFF USE)					
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